

Time Guidelines for Arrangement and Description Projects (based on guidelines originally developed by the Canadian Council of Archives)

(A) Time Allocations for Textual Material

Introduction

These guidelines may be used in calculating eligible expenses for projects that focus on the arrangement and description of fonds or collections. Within all categories, except background research and finding aid production, segments of a fonds or collection can use different categories of time allocations for the purpose of calculating the time necessary to complete the activity. For example: for the initial assessment of 4 meters of material more than one rate can be used to calculate the allowable time for that step. One meter may be more complex than the rest and therefore require the highest allowable time, .5 meters per day, while the rest, 3 meters only needs the rate of 3 meters per day. This would provide an allowable total allocation of 3 days for that phase of the work. All such use of varying rates must be explained in detail. Applications that assign maximum time allocations for every category must make a strong case for the need for such resources and the importance of the holding. Not all categories need to be applied for.

Background research

5 days per project – Note: if more than one fonds/collection is involved there are three options: submit each as separate projects, undertake at this rate [5 days only], or if the work is of a re-description nature, rather than arrangement and description, submit using re-description guidelines

Appraisal

This will include appraisal, selection, physical evaluation, and/or preliminary sorting or consolidation

0.5 m per day	Material in no order, not in file folders, or folders untitled. No list exists, no file system used or evident, and significant reduction required
1.0 m per day	Some file titles or divisions, but heavy weeding to be done to reduce size
1.5 m per day	Physical control in place, some sorting/review needed, selection reduces size
3.0 m per day	Ledgers, minutes, or a file plan that will be retained

Physical processing

This will include all aspects relating to the preservation and housing of the material.

1.0 m per day	Significant flattening, removal of staples, replacement of paper clips and/or replacement or addition of file folders and boxes
1.5 m per day	Refoldering and reboxing required, some need for replacement of paper clips and staples
3.0 m per day	Only some reboxing/refoldering required

Arrangement

All aspects involving the physical arrangement of the contents.

0.5 m per day	No discernable order, significant comparison needed with various parts of fonds/collection to construct files and then order files
1.0 m per day	Material is in files but relationship between files is tenuous and hierarchy of series and files is not evident
1.5 m per day	Relationship of series or grouping of files is unclear
3.0 m per day	Series and lower order is in place, little more involved than verifying filing plan (alphabetical, chronological or alpha-numeric system)

Description

This encompasses all aspects of the intellectual process of ascribing the descriptive elements for the fonds and any other levels in the hierarchy down to the file level.

0.5 m per day	Files, sub-series, series and fonds/collection descriptions need to be created from scratch. Significant series require RAD descriptions.
1.0 m per day	Significant work is required at either the file or series level.
1.5 m per day	Information for file and series descriptions is available or self-evident and it is just a matter of compiling it. Some complexity to series but material arrived with substantial contextual data for description elements and hierarchical structure
3.0 m per day	Arrangement is simplistic or straightforward with significant homogeneity within series and uncomplicated relationships between series and sub-series.

Finding aid production

Although there may be some anomalies, it is expected that the length of time for finding aid production will be in proportion to the extent of the collection, the level of description, the number of files, and complexity of arrangement. Explanation is necessary for finding aid production that exceeds the following guidelines:

2 m or less	1-2 days
3-5 m	3-4 days
6-10 m	5-6 days
11-15 m	7-8 days
16 m or more	9-10 days

Arrangement, description, and physical processing times are based on the extent of documents after selection.

(B) Time Allocations for Other Formats of Material

Photos

Appraisal and selection	200 images per day (based on the number of images in the initial collection)
Arrangement	50 images per day (based on the number of images in the final selection)
Description	50 images per day (based on the number of images in the final selection)
Physical processing	100 images per day (based on the number of images in the final selection)

Sound recordings

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of recordings

Moving Images

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of films.

Architectural and Cartographic material

Appraisal and selection	25 items per day
Arrangement	50 items per day
Description	20 items per day
Physical processing	20 items per day

These are provided as guidelines only to assist in the determination of time required. Applicants will, of course, base their calculations on the state of the records being processed.